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STATE OF MARYLAND

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THE ORGANIZATION AND ADMINISTRATION
OF THE STATE GOVERNMENT

PART V

A DISCUSSION OF THE PROBLEM OF
HOUSING STATE AGENCIES IN THE CITY OF BALTIMORE

April 15, 1921

GRIFFENHAGEN & ASSOCIATES, Ltd.

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116 SOUTH MICHIGAN AVENUE
CHICAGO

April 15, 1921

Hon. Albert C. Ritchie,
Governor of Maryland,
Annapolis, Maryland.

Dear Sir:

We transmit to you herewith Part V of our report on the organization and administration of the government of Maryland which deals with the problem of office space for state agencies in Baltimore City.

Yours faithfully,

GRIFFENHAGEN & ASSOCIATES, Ltd.

by

Director

use for 7th edit

PART V

A DISCUSSION OF THE PROBLEM OF HOUSING STATE AGENCIES IN THE CITY OF BALTIMORE

Introductory:

The natural drift of state offices from Annapolis to Baltimore during the past fifty years and the creation of numerous departments, bureaus, and boards requiring space in Baltimore have introduced a problem of growing seriousness - the problem of securing adequate housing facilities for state agencies at reasonable cost. Due to the lack of consistent central direction of such matters, each agency has been forced to seek its own location and make the best terms possible under the circumstances. As might have been expected, this has resulted in the scattering of state offices over the city from Johns Hopkins University to the water front.

The grouping of all state agencies in Baltimore into a central office building has been considered for some time, having been especially agitated from 1910 to 1916 in connection with a proposed armory for the Fourth Regiment National Guard. The same problem has confronted other states whose capitals are not located in the state metropolis, more especially New York and Illinois.

In gathering the data for this analysis and discussion each board, commission, department, bureau, and office now using or likely to use office space in Baltimore was asked for data concerning

the size and uses of offices, the number of employes using the offices and the estimated increase in this number, the cost of rental and other itemized office expense, the status of present leases, the use of free space or space in conjunction with other agencies or individuals, and any other factors which might influence the matter in question. Each agency was also asked for a rough chart of its present quarters.

This information was supplemented by investigations of actual conditions and a study of possible combinations which might be made. Managers of large private buildings in the city were consulted and contributed much valuable information concerning prevailing practice in Baltimore and the relative use of public and private offices. An effort has been made to base conclusions on normal cost and conditions and future possibilities rather than on the abnormal conditions obtaining during the past several years.

Comment on Present Distribution of Offices:

The drift of state offices from Annapolis has left only four executive agencies, the State Treasurer's office, State Library, Land Office, and the Superintendent of Public Buildings and Grounds, using space exclusively at the capitol. Three agencies, the Executive Department, State Comptroller's office, and Adjutant General's office, maintain offices at both Annapolis and Baltimore. These seven offices have approximately seventy employes whose work keeps them at Annapolis, or 2.2% of all employes of the state.

The State Capitol is not utilized to anything like its capacity and inasmuch as a staff of cleaners and repairmen must be maintained and heat provided in the winter, this is a regrettable inefficiency. This leads to the suggestion that consideration be given to the

possibilities of closing off unused rooms in the buildings at Annapolis during the heating season in order to reduce coal bills, of reducing the force of cleaners, elevator operators, and watchmen, and of using vacant space for the storage of obsolete records for which the state is now paying rent in connection with its Baltimore offices.

Thirty-one state agencies (See list in Table A appended hereto) are maintaining full-time offices in Baltimore City paid for by the state. These agencies are located in sixteen different buildings on thirty different floors and have an average of four hundred and sixty-six employes using the offices, or 18.2% of all employes of the state. The maximum number of employes using the offices, including part-time commissioners and seasonal employes, is approximately five hundred and twenty-five, or 20% of the total number of state employes.

Explanation of Table A: Table A is a compilation of data on the thirty-one agencies maintaining full-time offices, showing the location, space occupied, the number of employes and the methods of using it, and the date of expiration of present leases. The table does not show several agencies now using free office space or space in conjunction with other offices, namely, the Geological and Economic Survey, which is given free approximately 6,000 square feet of office and exhibit space by Johns Hopkins University with which its work is closely related; the Board of Examining Engineers, which pays \$84.00 per year for the use of a private office for two meetings per week; the Far Records Commission, which has been provided quarters free by the Maryland Historical Society; the State Treasurer who is using his own private office in Baltimore; the State Athletic Commission, which is at present permitted the use of a room at the Zernan Hotel for its meetings; the State Teacher

Service, which is provided for by the U. S. Weather Bureau; and several ex-officio boards and commissions composed entirely of state officials who meet in the office of their members. The Board of Forestry is also using free approximately 700 square feet of floor space for display and storage purposes at Johns Hopkins University, which need not be taken into account in a central office building plan.

The Vocational Examining Boards: Twelve boards, whose activities would be absorbed by the proposed Department of Employment and Registration are located in Baltimore but do not maintain offices, holding their meetings either at office of members of the board or at temporary quarters rented for the purpose. Approximately 300 square feet of office space should be provided in a central office building for the clerical force required by the centralized activities of these boards, in addition to an allotment of conference rooms for meetings and examinations. These twelve boards are:

Board of Dental Examiners	Board of Osteopathic Examiners
Board of Medical Examiners (Allopathic)	Board of Pharmacy
Board of Medical Examiners (Homeopathic)	Board of Examiners of Public Accountants
Board of Barber Examiners	Board of Chiropractic Examiners
Board of Chiropody Examiners	Veterinary Medical Board
Board of Examiners of Optometry	Board of Examiners of Horseshoers

The foregoing list does not include the Board of Undertakers, the Board of Moving Picture Machine Operators, the Board of Examiners and Supervisors, the Commissioners of Practical Plumbing, the Board of Examiners of Nurses, and the Board of Examining Engineers, the first five of which are included in Table I and which maintain full or part-time offices in different parts of the city. These six boards would also be absorbed by the proposed Department of Employment and

Registration. Centralization of all these boards in a common office even before their activities are actually absorbed by the proposed department would naturally permit of more effective administrative control over their activities, which control is now exceedingly difficult.

Comment on the Present Use of Offices:

In general the present isolated locations of state agencies in Baltimore are unsuited and adaptable to the effective operation or direction of these agencies. The lack of uniformity in office hours, the difficulty in getting in touch with agencies which maintain no offices, and the practice of maintaining offices for part-time officials at which they can with difficulty be reached by telephone, are all conditions which militate to the detriment of the public business.

There are several practices, quite common in all public as contrasted with private offices, which might be noted as particularly wasteful. The foremost of these is the maintenance of board and committee rooms which are seldom used and which might well be thrown open to every-day workers. The practice of sub-dividing rooms in order to make private offices for minor officials is also too common. It hampers proper supervision. There is also a tendency to clutter up valuable space with unnecessary files, old records, and materials which might either be destroyed or moved to cheaper storage places.

Possibilities of Saving Space without Centralization: The possibilities of saving floor space are brought out in Table B. In addition to a tabulation of rental and other office costs this table shows in Column 8, the floor space that would suffice if present quarters were effectively used, and in Column 10, the space necessary if all agencies were concentrated in one building, and quarters freshly allotted in

accordance with the following table which is based on the effective use of office space by large private employes:

Head of Department, Board, Commission, etc.	Each \$60 sq.ft.
Secretary of Board, Chief Clerk, or other principal Officer	" 100 " "
Clerical Force and Assistants	" 60 " "

It is interesting to note that the Public Buildings Commission appointed by the last Congress to study the office question in Washington has endeavored to apply an average figure of 60 square feet for all employes. This is somewhat below the practice of large corporations which sets a minimum of 80 square feet for routine clerical employes only. Laboratories, drafting rooms, and special rooms have been taken at their present area in arriving at the figures in Table B.

In arriving at the figures in Columns 8-10, (estimated space requirements and cost), each agency was considered with reference to the effective use of its present quarters, the possibility of releasing one or more of its rooms and of combining in the use of conference rooms according to a definitely arranged schedule. The present laboratories, drafting rooms, and other special rooms would be retained under the estimate. Liberal allowances have been made for the peculiarities of the quarters at present occupied and the inadaptability of some of them to efficient use.

This difference in space used and space that would seem to be needed may be further analyzed by reference to Columns 6 and 10 of Table A, showing the office space per employe and the total rental space per employe, and indicates a rather excessive use of space by several agencies. Among the comments that might be made on the basis of these figures are the following:

The State Lunacy Commission and Board of State Aid and Charities each have two rooms, one occupied by the Secretary, and the other by a stenographer-secretary, the respective boards holding occasional meetings in the Secretary's offices.

The Racing Commission maintains a board room which is seldom used except during the racing season. The Board of Prison Control, and the Department of Health maintain board rooms for occasional use.

The Commissioners of Practical Plumbing, the Board of Undertakers, the Board of Examiners and Supervisors, and the Board of Examiners of Moving Picture Machine Operators maintain offices with no one in attendance except at times of holding examinations. The two last of these, however, combine commendably in the common use of a single room.

The Industrial Commissioner's office is subdivided in some departments and has excess space in others, while this department as well as the Department of Health, has divided its office into a number of private rooms which might well be combined with a consequent gain in efficiency.

The Industrial Accident Commission has sub-divided its offices so as to provide a hall of approximately 450 square feet which does not seem to be needed and a hearing room which is not used continuously.

The Board of Labor and Statistics and the Commissioner of Motor Vehicles have space in excess of their needs, and have subdivided this space so as to prevent its most efficient use as far as light and supervision are concerned; the cheapness of rental, however, and the inadaptability of the building are largely responsible for this condition.

The tendency toward the use of valuable office space for storage purposes has for the most part been brought about by the lack of cheap storage space and the desire to maintain files and records for eventualities which seldom or never arise. One decided advantage of a central office building would be that these little-used and obsolete records and miscellaneous materials which clutter up office space could be stored in the basement and arranged systematically under the control of one person so as to be readily available. Some of the old records could also be moved to Annapolis. The State Roads Commission and the Commissioner of Motor Vehicles are now making effective use of the basements of their office buildings for storage purposes.

Table B indicates that, as contrasted with the 72,069 square feet of floor space now occupied by the state agencies in Baltimore City, 67,232 square feet would suffice if all space were effectively used; the other 4,837 square feet (or 6.7% of the total) could then be released at the expiration of present leases or converted to other uses. 1,670 square feet of this excessive use is found in the offices located in the Union Trust Building wherein are located more state offices than in any other one building, so that some concentration of offices could easily be effected by the effective utilization of excess space. It is to be noted, however, that the cost of space in this building is among the highest. Leases for 3,571 square feet of the 9,501 square feet used by the state in this building expire in 1921 but can be renewed year by year if desired. There is no reason why a schedule could not be worked out by which the hearing room of the State Tax Commission which has a lease on its quarters until September 30, 1921, could be used for occasional meetings of the Board of State Aid and Charities, the Board of Prison Control, and the Boards of Examiners and Supervisors and of Moving Picture Machine Operators and the room now used for meetings of these boards diverted to other uses.

Possibilities of Saving Space in a Central Building:

Table B further shows that a contracted with the 72,069 square feet now used by the state in Baltimore, 45,060 more office in a central state office building. To this amount should be added, however, 7,300 square feet for board and committee rooms to be used jointly by the several agencies occupying the building, and approximately 600 square feet for agencies now maintaining no offices in Baltimore but whose grouping into a central building both before and after any consolidation

proposed in Part II of this report would tend to increased efficiency. A total of 47,680 square feet, or 33.8% less than is now being used, would thus suffice if all state agencies now maintaining, or which could advantageously maintain, offices in Baltimore were grouped into one building, properly designed and effectively used.

Based upon estimates made by the heads of departments and commission and the experiences in other jurisdictions, the number of employees in the state service probably will increase approximately 1.5% during the next twenty-five years. This increase will be due partly to the extension of the state's activities and partly to the increase in the volume of work placed upon present organizations. There is also a tendency in most states to concentrate offices in large cities, which concentration has reached almost a maximum in Maryland. A central office building, provided on a comprehensive, definite plan, therefore, should contain twice the 47,680 square feet now needed or 95,360 square feet of usable office space, exclusive of storage and waste space. The total floor area of modern buildings is approximately 40% greater than the usable office space, on account of halls, elevators, air shafts, and waste space. The total floor area of a building suitable for state offices in Baltimore should, therefore, be at least more than the 95,360 square feet of usable space required, or approximately 134,000 square feet, exclusive of basement area. Such a building should have a number of small committee rooms in addition to one or two larger hearing rooms, all under the jurisdiction of the superintendent of the building who would allot the use of the rooms according to a definite schedule.

These offices present a variety of conditions which should be considered in arriving at conclusions regarding a central

office building. The Board of Labor and Titration and the Commissioner of Motor Vehicles, for instance, have a long term lease on spacious and cheap quarters in the old Historical Building which, however, can never be used efficiently. Some of the excess space under a rearrangement might well be used as quarters for the newly organized State Police. The Department of Health has commodious quarters in two old buildings and with its large laboratories, ought possibly to continue to be housed there as long as quarters are rented by the state. The Board of Motion Picture Censors presents a problem wherever it is located due to the high insurance rate caused by its moving picture machine. The Adjutant General is maintaining an office, seldom used, when his work might well be conducted at the Fifth Regiment Armory where there is sufficient space well lighted and heated.

The Public Service Commission, State Roads Commission, and Department of Health are now maintaining laboratories requiring approximately 7,310 square feet of floor space in connection with their offices, provision for which should be made under any plan of office rearrangement either in the basement of a central state office building or at some location where rentals are cheap.

Comment on the Present Cost of Office Space:

Table B shows that the 72,089 square feet of rented office space are now costing the state \$91,876 a year in rentals, or an average of \$.127 per square foot. The cost upon renewal of leases as they expire will unquestionably be greater. Added to this is an approximate cost of \$3,729 for light, heat, and cleaning, making a total cost of approximately \$95,300. Including rentals paid by scattered agencies for occasional meeting places, accurate figures for which are not available, the total

cost to the state of maintaining its several offices in Baltimore is probably nearly \$100,000 per year. It is to be noted that three of the largest offices, those of the Commissioner of Motor Vehicles, Board of Labor and Statistics, and Department of Health, occupy 33,462 square feet, or 46.4% of all the space used in Baltimore, at an approximate cost of \$17,203 or only 18% of the total cost. Neither of the buildings occupied by these agencies is in any sense a modern office building, although serving fairly well the purposes to which it is put. Excluding these three agencies, therefore, the rental paid for the remaining 38,626 square feet is at the rate of \$2.00 per square foot per year.

The unit cost per square foot shows a wide range from 33¢ paid by the Commissioner of Motor Vehicles to 41.67 paid by the Board of Prison Control. These variations are due to the location of office buildings, the location of offices in the buildings, the character of the building occupied, and the ability of the contracting parties to make suitable contracts. An interesting comparison of present day costs with those paid by certain departments in 1910, according to figures collected at that time by the Legislative Reference Bureau, show that in the six departments for which figures are available, 1921 costs are 3.94 times 1910 costs.

<u>Agency</u>	<u>1910</u>	<u>1921</u>	<u>Percent Increase</u>
Department of Health	\$ 1,950	\$ 6,400	229
Insurance Commissioner	1,626	5,650	247
Public Service Commission	2,300	14,000	532
Board of Labor and Statistics	1,200	3,000	150
Bent Commission	450	2,035	352
State Roads Commission	2,425	7,180	196
	\$ 9,950	\$39,265	394

While there is every reason to believe that the increase in rentals during the next decade will be nowhere as great as that indicated by this tabulation, yet the general tendency toward increased rental is very marked.

Table C shows the number, size, and cost of the rooms maintained by the various departments for conference purposes or for meetings of boards or commissions. It shows that 15% of the entire amount expended by the state for office rentals in Baltimore is required for rooms which are comparatively little used. The last column of this table indicates that about \$3,000 of this amount, conservatively estimated, could be saved every year if the offices were brought together within a central office building and arrangements made for the common use of a smaller number of conference rooms.

Telephone service for the thirty-one agencies amounts to approximately \$10,562 per year, including a large but indeterminable number of local calls between departments, charges for which would be eliminated were all agencies brought into a central building provided with a private branch exchange.

A noticeable feature is that practically no insurance is now carried on any of the state property in Baltimore, although the insurance survey being conducted under the direction of the Governor will undoubtedly lead to definite conclusions on this point.

No figures on the cost of portage and messenger service between the state departments in Baltimore and in Annapolis are available but this cost is undoubtedly high. The providing of messenger service between Annapolis and Baltimore and between all departments in Baltimore would no doubt result in considerable saving and lead to greater dispatch of business. In a central office building such messenger

service would be still less expensive and more efficient.

Approximately \$4,000 per year is now being spent for new office furniture, part of which could be saved by the proper repairing of furniture discarded by one department and its transfer to other departments, which saving would be more easily possible in a central building. Such repairing could be done at a very low cost by using facilities at state institutions, the industrial problem at which is commented on elsewhere in this report.

Column 9 of Table B, showing the approximate cost of present decentralized quarters effectively used, indicates a possible saving of \$9,926 over present rentals which would be possible upon the expiration of certain leases. By taking quarters in cheaper buildings as these leases expire, further economics could be effected, and by making use of floor space in the old Historical Building and the Brown Arcade on a more conservative basis, an aggregate economy of considerable size could be brought about. Neither of these moves is to be recommended, however, on account of the loss that would result from a frequent shifting of offices to new locations. Rather is it recommended that a comprehensive plan be adopted based on probable requirements over the next two or three decades.

Estimate of Saving Through Construction of Central Office Building:

Based on present costs which would appear rather more than will prevail during the next several years, a modern office building of 134,000 square feet of floor area, such as should be built by the state if a new building were erected, would cost complete with lot, approximately \$1,200,000. Interest, taxes, and depreciation, and sinking fund payments, estimated at 6%, would amount to \$96,000 annually. The cost of maintenance and operation, based on figures compiled

for a number of large office buildings throughout the United States and on figures of actual costs contributed by managers of private buildings in Baltimore, would approximate \$95,000. The total annual cost of a modern office building (including taxes which would have to be paid if the building were privately owned) would, therefore, approximate \$191,000, or \$2.00 per square foot of usable office space, exclusive of basements. The state would not, by the construction of such a building, be able to make any immediate saving, due largely to the low rental now being paid by the three large departments occupying old buildings, but it would be provided with quarters suitable for its offices throughout the useful life of the building and could, by judicious renting of space not immediately needed, secure its own offices at an exceptionally reasonable figure.

The proposed building would be twice as large as necessary to provide for the immediate needs of the state; therefore if such a building were to cost \$2.00 per square foot of usable office space and the state under a plan for the centralization of its offices would require 47,660 square feet, the annual cost to the state would be \$95,760. This figure is only \$5,000 higher than the amount at present expended by the state, and the increased expense would appear to be more than justified by increased convenience, and increased efficiency of operation of the various departments. The difference of \$5,000 would be further met by savings in telephone and messenger service, postage and other incidental expense. On the other hand, without business-like supervision over the maintenance and operation of such a building, the maintenance cost could easily mount higher than that of a privately-managed building, and the expense to the state might become more than \$5,000 larger than its present rental expenditure.

There is reason to believe that the tendency of rentals paid in the future will be in the direction of the computed cost of \$2.00 per square foot, due partly to the lowering of construction costs which will undoubtedly occur in the next few years.

In view of present exorbitant construction costs, it may be preferable for the state to enter into a long term lease for a private building which could be occupied as present leases expire. It is to be noted, however, that there are only five or six suitable buildings in the city large enough to house all state agencies, and several of these could suffice for only a comparatively few years. However, by eliminating the offices of the Department of Health, the Commissioner of Motor Vehicles, and the Board of Labor and Statistics from present consideration, a number of suitable locations large enough to provide for the 28,765 square feet required by all other state agencies during the next few years could be found and still allow of reasonable expansion of the functions of the state for, perhaps, twenty years.

In this connection it should be pointed out that the state is not necessarily benefited by the location of its offices in the highest rent district of the city. The removal of the offices several blocks from this district would result in considerable saving as is evidenced, for example, by the comparison of rentals paid by the Public Service Commission and the State Lunney Commission. The state now owns a very good lot at the corner of North and Maryland Avenues which, while too far removed from the business section to be considered as a site for an office building, might well be traded in for a more advantageous site further south. The City of Baltimore has its municipal departments scattered widely over the city, for the most part occupying isolated pieces of city-owned property. It is possible that

some arrangement between the state and the city could be effected to the mutual advantage of each and thus insure certain tenure of unused parts of the new building over a long term.

Conclusions:

Our observations as discussed above have led us to a number of conclusions in regard to the office space problem in Baltimore which, briefly stated, are:

1. That approximately 4,857 square feet of floor space now being rented at an annual cost of \$6,926 can be dispensed with, and that this excess space can be given up immediately upon the expiration of present leases.

2. That a larger reduction of approximately 24,500 square feet from the amount now used could be made if the state agencies in Baltimore not housed by the city or by Johns Hopkins University were brought together in a central building.

3. That a suitable office building built by the state would have to contain approximately 95,300 square feet of usable office space or twice the present requirement in order to provide for the needs of the state over the normal useful life of the building; that such a building would cost approximately \$1,200,000, and would be operated at an annual cost, including interest and depreciation, of approximately \$191,000 or \$2.00 per square foot. By leasing half of the space in such a building until it were needed, the cost to the state would be little if any more than the present cost of rentals for state offices.

4. That, in view of the low rentals paid by three of the largest agencies, the Department of Health, the Commissioner of Motor Vehicles, and the Board of Labor and Statistics, no immediate saving could be effected by the centralization of all agencies in Baltimore; and that on account of the laboratories of the first, of the long term lease held by the last two, and of the fire risk occasioned by the Board of Motion Picture Censors, the requirements of those four agencies might be eliminated from present consideration with the result that 59,703 square feet of space could suffice for the present needs of the remaining agencies in a central building.

5. That the location of state offices in the high rent district of the city is not essential; savings would be possible by the removal of offices only a few blocks from this district.

6. That the leasing of a building by the state on good terms, rather than the construction of a new one would probably have the advantage of insuring better operation and maintenance.

7. That if all state agencies were grouped into one building and provision made for their normal expansion during a reasonable period, there are only five or six buildings in Baltimore at the present time which would be large enough, and all of these are in the high rent district.

8. That in considering the central office building plan for Baltimore, some consideration should be given to the more efficient use of the State Capitol at Annapolis, which has been almost abandoned for office purposes.

9. That the present decentralization of offices, the failure of a number of boards and commissions to maintain offices, the lack of uniform office hours, and the difficulty of locating and getting in touch with a number of department heads and board members, makes effective administrative control over state agencies difficult, and interferes seriously with service to the public.

10. That the practice of maintaining board and committee rooms which are little used, of sub-dividing offices into a number of small rooms, and of retaining obsolete files and little-used records and materials in high priced offices has resulted in inefficient use of a part of the present office space.

11. That the present method of allowing each agency to make its own leases results in confusion and a decentralization of authority which should not exist.

Recommendations:

In view of these observations and conclusions, it is recommended that steps be taken toward the adoption of a definite, comprehensive plan for the securing of a state-controlled or state-owned office building in Baltimore, sufficient for the needs of the state during the next twenty-five years. The execution of such a plan should only be deferred until present abnormal costs become lower and more stable. Pending the adoption of such a plan immediate steps should be taken to carry out the following economy measures:

1. The making of all future leases for terms expiring at certain dates in accordance with the provisions of the general plan for an ultimate state-owned or state-controlled building.

2. The centralizing of all lease-making authority. The proposed Department of Public Works would seem to be the logical place.

3. The securing of new central quarters for most of the state offices in a desirable location, preferably in one suitable building if possible, as present leases expire. The Department of Health, Commissioner of Motor Vehicles, and Board of Labor and Statistics should not, however, be considered in this plan unless rentals in their present quarters are materially increased.

4. The allotment of the hearing rooms of the State Tax Commission and the Industrial Accident Commission to the use of several scattered boards and commissions in order to permit the abandonment of rooms now used by these scattered agencies for occasional meetings.

5. The abandoning of excess space as present leases expire in accordance with Column 8 of Table 3.

6. The removal of unnecessary partitions, the redistribution of space on a more efficient basis, and the substitution of cheaper storage space for high priced space now used for little-used records and materials.

TABLE "A"

Table showing Location and Amount of Heated Space Used by State Agencies
in Baltimore That Might Be Provided for in a State Office Building

1 Organization Unit	2 Building and Floor	3 Total Hented Space- Sq.Ft.	4 Office Space Only No. of Employees Area Sq.Ft.	5 Confer- ence Area Space- Area Sq.Ft.	6 Misc. Space- Area Sq.Ft.	7 Total Space- Area Sq.Ft.	8 Ave. sq. ft. per Employee	9 Total Space- Area Sq.Ft.	10 Area per Employee in Balto	11 Expira- tion of Leases	12 Remarks
1. Executive Department	Union Fr.-6	1,203	909	7	130	0	294	8	150	12-31-21	1. Including the Board of Public Works, Secretary of State, and Comptroller of the Treasury.
2. Bank Commissioner	Union Fr.-4	806	806	11	73	0	0	11	73	12-31-21	2. Is endeavoring to obtain additional office of 253 sq.ft. at \$632.50 per year. Has a great many old files, the removal of which would obviate the need of additional space.
3. State Auditor	Union Fr.-6	506	506	5	101	0	0	5	101	9-30-21	3. The State Auditor is using his own office as a private office.
4. Insurance Commissioner	Union Fr.-10	2,256	2,003	14	143	0	253	14	161	9-30-24	4. Has one entire room for storage-space broken up into many offices.
5. State Tax Commission	Union Fr.-5	2,264	2,230	20	112	1,134	0	20	168	9-30-22	5. Commission endeavoring to secure additional office of 522 sq.ft. at \$575 per year but has hearing room which is seldom used.
6. Board of State Aid and Charities	Union Fr.-4	506	253	1	253	253	0	2	253	12-31-21	6. Offices occupied by approximately 10 persons at some examinations. Used jointly with the Board of Examiners of Moving Picture Machine Operators.
7. Board of Examiners and Supervisors	Union Fr.-5			0	0	0			62	5-31-22	7. Offices used by approximately 6 persons at some examinations.
8. Board of Examiners of Moving Picture Machine Operators	Union Fr.-5			0	0	0		0	103		8. Board meets with the Board at certain times, but board room seldom used.
9. State Board of Prison Control	Union Fr.-7	550	275	2	157	275	0	5	110	12-31-21	9. Local utilities required by law to provide space for gas and electric meter testing.
10. Conservation Commission	Munsey-5	1,256	1,046	8	171	0	810	8	157	9-30-22	10. No figures for armories included in table. Establishment of Brigade Headquarters may necessitate use of more space. Two U.S. Army officers use office occasionally.
11. Public Service Commission	Munsey-17	5,832	4,920	45	109	623	289	45	130	9-30-22	11. If rehabilitation work provided for by last legislature is taken over, several additional employees will be needed.
12. Central Purchasing Bureau	Mor.-Mfrs.-5		(1,206	10	120					12-31-25	12. Establish- ment of Brigade Headquarters may necessitate use of more space. Two U.S. Army offi- cers use office occasionally.
13. State Employment Commission	Mor.-Mfrs.-5	2,575	675	5	135	0	575	16	161	12-31-25	13. If rehabilitation work pro- vided for by last legislature is taken over, several addi- tional employees will be need- ed.
14. Hospital Superintendent	Mor.-Mfrs.-5		(120	1	120					12-31-25	14. If rehabilitation work pro- vided for by last legislature is taken over, several addi- tional employees will be need- ed.
15. Adjutant General's Office	Ed. Trust-4	506	506	2	253	0	0	2	253	11-30-21	15. If rehabilitation work pro- vided for by last legislature is taken over, several addi- tional employees will be need- ed.
16. Department of Education	Loring.-20	1,961	1,504	16	95	256	61	16	116	6-31-21	16. If rehabilitation work pro- vided for by last legislature is taken over, several addi- tional employees will be need- ed.

Table Showing Location and Amount of Rented Space Used by State Agencies
in Baltimore That Might Be Provided for in a State Office Building

1 Organization Unit	2 Building and Floor	3 Total Rented Space- Sq.Ft.	4 Office Space Area- Sq.Ft.	5 No. of Employees	6 Confer- ence Area Col. Sq.Ft.	7 Misc. Space- Area Col. Sq.Ft.	8 Total Space- Area Col. Sq.Ft.	9 Total Space- Area Col. Sq.Ft.	10 Area per Employee in Balto	11 Rate of Lease per Sq.Ft.	12 Remarks
17. State Board of Labor and Statistics	Histor.-3	5,040	1,546	13	119	2,468	1,026	21	240	6-30-29	18. Space will have to be provided for barracks for State Police - excess space could be utilized.
18. Commissioner of Motor Vehicles	Histor.-B,1,2	15,074	9,279	90	103	0	5,795	90	167	6-30-29	
19. State Board of Forestry	Calvert-8	687	582	6	97	0	793	6	115	10-31-24	19. Sub-lease can be terminated on three months notice. 688 sq.ft. in Column 7 is provided free by Johns Hopkins University for exhibits and storage.
20. State Board of Undertakers	Calvert-7	353	0	0	0	353	0	1	752	1-31-22	
21. Department of Health	Brn.Arc.-2,3,4	13,249	5,414	43	126	362	7,573	72	185	(6-31-22	20. During examinations 25 to 30 persons occupy this office. At other times, the office is seldom used and only by the secretary. Local undertakers establishments are used for a part of the examinations.
22. Advisory Board of Parole	Brn.Arc.-1	685	371	4	93	714	0	5	137	(6-31-23 5-31-22	
23. Board of Agriculture	Fidel.-8	1,816	908	7	130	308	0	6	132	6-31-21	
24. Racing Commission	Fidel.-11	813	416	2	208	397	0	5	162	7-31-22	21. International Bureau of Social Hygiene is provided with free office space by the Board.
25. Industrial Accident Commission	Exhibit.-7	4,498	3,262	36	90	726	500	26	125	10-31-22	
26. Department of Law	Title-6	1,282	825	7	118	0	457	7	183	2-15-22	22. Besides 5 employes, 3 members of the board meet here. Conference room seldom used.
27. State Lunacy Commission	Prof'l-4	720	720	2	360	0	0	2	360	5-31-21	23. Including large parlor in section. U.S. Bureau of Animal Industry is provided with free office space by the Board. Other departments may be moved here from College Park.
28. State Board of Examiners Med. Fac.-1 of Nurses	Med. Fac.-1	137	137	2	69	0	0	2	69	No lease	24. Offices are crowded during the racing season.
29. State Board of Motion Picture Censors	Century-2	1,507	288	1	268	300	919	4	377	5-31-24	25. 457 sq.ft. being wasted in a useless hall.
30. Commissioners of Practical Plumbing	Bld. Mex.-2	287	287	1	287	770	0	1	167	1-31-22	26. Commission holds monthly meetings in these offices.
31. State Roads Commission	Garrett-B,6	4,910	1,844	26	71	305	2,761	46	107	7-31-21	27. Bader Hall, used for semi-annual examinations, not included in total.
Totals		72,069	42,857	787	113	9,104	21,526	466	154		28. The exhibit parlor presents a very slight insurance risk.

1 688 sq. ft. given free by Johns Hopkins University for storage and exhibit purposes.

2 Free use of local estate board room for examinations.

(See note on next page.)

29. Use of board room given by local estate board for large examinations. The office is seldom occupied.

TABLE "A"

Note: Four institutions, namely, the Industrial Training School for Girls, the Workshop for the Blind, the Law, Medicine, Pharmacy, and Dental Schools of the University of Maryland, and the University Hospital, in addition to the Tobacco Warehouse and office of the Tobacco Inspector, are located in Baltimore and employ approximately 250 persons but are not considered in this table for the reason that there can be no advantage in any combination of these institutions and a central office building.

The Liquor License Commission and the Legislative reference Bureau are supported by both the State and by Baltimore City, being provided with office space by the City. The Hay and Straw Inspector, Weigher of Tomatoes, and Measurer of Woodwards are State agencies functioning only in Baltimore, maintaining no offices, and could, under the proposed consolidation plan, be turned over to the City entirely. The Police Commissioner, Traffic Court, and Coroners for Baltimore City are State agencies whose work is essentially confined to the City and are closely related to the State Courts. None of these have been considered in this report principally for the reason that their inclusion in a State office building would add neither efficiency nor economy to the despatch of business.

TABLE "B"

Table Showing Amount and Cost of Leased Space Used by State Agencies
in Baltimore That Might Be Provided for in a State Office Building

1 Organization Unit	2 Total Leased Space Sq.Ft.	3 An- nual Ren- tal	4 Annual Kental per Ss.Ft.	5 Annual Light, Heat and Cleaning Costs	6 Total Annu- al Costs	7 Annual Cost of Phones	8 <u>Actual Requirements</u>		10 Decentralized Sq.Ft. Lat.Cost Ss.Pt.	Centralized Ss.Pt.	11 Remarks
							9	10			
1. Executive Department	1,202	\$2,775	\$2.30	0	\$ 2,775.	\$ 720	1,202	\$ 2,775	1,100		
2. Bank Commissioner	806	2,035	2.52	0	2,035	200	806	2,035	840		
3. State Auditor	506	1,270	2.51	0	1,270	72	506	1,270	506		
4. Insurance Commissioner	2,256	5,650	2.50	0	5,650	350	1,497	3,750	1,300		
5. State Tax Commissioner	3,364	7,040	2.09	70	7,110	500	3,091	6,460	1,740		
6. Board of State Aid and Charities	506	1,265	2.50	0	1,265	90	557	632	260		
7. Board of Examiners and Supervisors											
8. Board of Examiners of Moving Picture Machine Operators	310	375	1.21	0	375	0	0	0	0		
9. State Board of Prison Control	550	1,470	2.67	0	1,470	125	275	735	260		
10. Conservation Commission	1,256	2,880	2.29	0	2,880	700	1,046	2,395	1,040		
11. Public Service Commission	5,832	15,000	2.57	60	15,060	750	5,632	15,000	4,389	10. Excludes storage space and conference rooms.	
12. Central Purchasing Bureau		2,032.50		150	2,182.50	250			1,100	17,000 is paid from the Governor's Rent Fund; \$1,032.50 by the Central Purchasing Bureau; \$1,032.50 by the State Employment Commission; and \$1,000 by State Hospitals, whose Superintendents use office certain days per week.	
13. State Employment Commission	2,575	2,032.50	1.97	50	2,082.50	250	2,190	4,314	620		
14. Hospital Superintendents		1,000		0	1,000	0			200		
15. Adjutant General's Office	506	1,100	2.17	0	1,100	300	318	630	260		
16. Department of Education	1,861	4,900	2.63	0	4,900	700	1,861	4,900	1,430		
17. State Board of Labor and Statistics	5,040	3,000	.59	2	3,002	250	5,042	3,000	2,200		

Table Showing Amount and Cost of Leased Space Used by State Agencies
in Baltimore That Might Be Provided for in a State Office Building

*Exclusive of machine shop, testing laboratory, and blue-print room which should be located in the basement of the office building as at present.

Table "C"

Table Showing Number, Size, and Cost of Conference Rooms

<u>Organization Unit</u>			<u>Recommended Saving</u>
1. State Tax Commission	1,184 sq.ft. x \$2.09 -	\$ 2,370.06	
2. Board of State Aid and Charities	263 sq.ft. x 2.50 -	632.50	\$ 632.50*
3. Board of Examiners and Supervisors			
4. Board of Examiners of Moving Picture Machine Operators	310 sq.ft. x 1.21 -	375.10	375.10*
5. Board of Prison Control	275 sq.ft. x 2.67 -	734.25	734.25*
6. Public Service Commission	625 sq.ft. x 2.57 -	1,601.11	
7. Department of Education	256 sq.ft. x 2.68 -	673.28	
8. Board of Labor and Statistics	2,468 sq.ft. x .69 -	1,456.12	
9. Board of Undertakers	363 sq.ft. x 1.41 -	497.73	497.73
10. Department of Health	362 sq.ft. x .48 -	173.76	
11. Advisory Board of Parole	314 sq.ft. x 1.81 -	411.34	411.34
12. Board of Agriculture	308 sq.ft. x 2.63 -	810.04	
13. Racing Commission	397 sq.ft. x 2.40 -	952.80	
14. Industrial Accident Commission	736 sq.ft. x 1.27 -	934.72	
15. State Lunacy Commission	360 sq.ft. x .86 -	309.60	.309.60
16. Board of Motion Picture Censors	300 sq.ft. x 1.49 -	567.00	
17. Commissioners of Practical Plumbing	780 sq.ft. x 0 -	0	
18. State Roads Commission	305 sq.ft. x 1.80 -	549.00	
	9,484 sq.ft. x 1.35	\$12,868.41	\$2,960.52

*Meetings now held in these rooms could be held in other rooms in the Union Trust Building, more especially the hearing room of the State Tax Commission.

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